

Chalmers United Church

Coordinator of Children's, Youth and Family Programs Job Description – Contract Part Time

Summary

The Coordinator of Children's, Youth and Family Programs will provide leadership and coordination in the area of Faith Formation and Christian Education for children, youth and families. The Coordinator will work with volunteers, the Faith Formation / Christian Education Committee and the Minister of Word, Sacrament and Pastoral Care in the provision of an effective program.

Responsibilities

- Coordinate the congregation's Christian Education programs for children, youth and families. These programs currently include nursery, pre-school, Sunday School and youth. The coordinator will work with volunteers from the congregation and other church staff to plan for and provide leadership in the weekly Sunday program and other programs that may emerge through the year.
- Be the staff representative to the Sunday School and Youth Sub-Committee of the Faith Formation / Christian Education Committee.
- Report to and work with the Minister of Word, Sacrament and Pastoral Care, and with others to develop a welcoming presence for families in the life of the congregation.

Qualifications and Experience

- A commitment to the ministry of Chalmers United Church as expressed in its Vision Statement (attached)
- A bachelor's degree in the humanities or social sciences is desirable.
- Knowledge and leadership experience in models of education and faith formation for children and youth
- Experience in a congregational setting, preferably United Church of Canada
- Ability to work collegially with other members of staff
- Experience in recruiting, screening and training volunteers is desirable.

Working Conditions

- This position requires some flexibility and willingness to work irregular hours to meet the needs of the congregation. The Coordinator will work an average of up to 14 hours per week on a contract basis. Regular work on Sunday mornings will be required. Other time will be flexible as long as work expectations are met.
- Location of work is Chalmers United Church, Kingston. No travel is expected.
- Contract payment will be based on experience and qualifications.
- Benefits in line with Chalmers Guidelines.
- Work space at Chalmers Church House will be provided.

Approved: June 2008
Chalmers United Church
212 Barrie St.
Kingston, ON

(613) 546-3263

VISION STATEMENT
CHALMERS UNITED CHURCH

Chalmers is a community of God's people
who embrace Christian tradition
and encourage new ideas.

We gather to:
Celebrate God's love;
Search and be challenged;
Nurture and be nurtured.

We seek to :
Welcome all who come;
Engage all ages in Ministry;
Be guided by faith in daily life;
and be a compassionate,
hopeful presence in the world.

We are not alone. Thanks be to God,

(Approved by Chalmers Congregation in the fall of 1997)